Step-by-Step Procedure for Requesting:
NASA SPACE PROGRAM ARTIFACTS

NASA artifacts are available for request by eligible organizations:
1. NASA internal organizations
2. Smithsonian National Air and Space Museum (NASM)
3. Other Federal Agencies
4. Universities (registered in the Integrated Postsecondary Education Data System, IPEDS)
5. Schools (registered in the national Center for Education Statistics, NCES)
6. Not-for-profit museums, libraries and planetariums (sponsored thru their respective State Agencies for Surplus Property, SASP)

Artifacts are posted at intervals (periods) as property is made available for screening. The screening is divided into two 21 day intervals; internal (organizations in categories 1 & 2 above), and external (all other categories listed above). There are three phases to the entire process; request of the artifact, allocation of the artifact by NASA, and transfer of the property. A NASA committee performs the allocation at the end of each screening period. Requesters are informed of allocation decisions by email (granting or denial of their request). The following procedure will cover the request phase of the process.

All steps originate from the NASA Historic Artifacts Prescreening Home Page:
**http://gsaxcess.gov/NASAWel.htm**

I. SCHOOLS & UNIVERSITIES:

A. **Obtain your NCES** (school) or **IPEDS** (college or university) number (if not known):
   1) From the "NASA Artifacts Prescreening Register" caption (right column of home page), select the appropriate hyperlink; NCES for school or IPEDS for college or universities.
   2) From the NCES home page (http://nces.ed.gov/), search for your organization's statistical information by following the search links
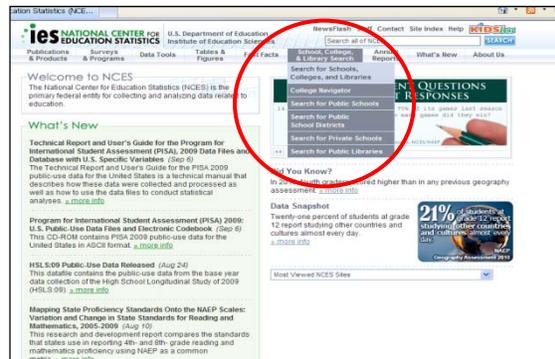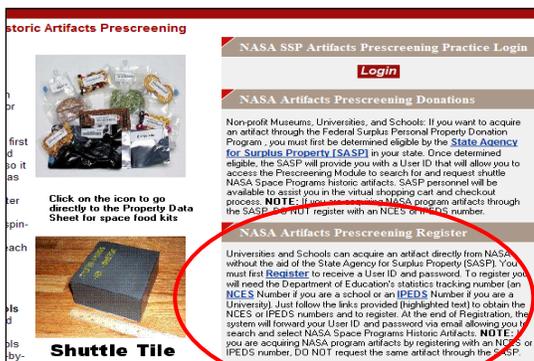
B. **Register** to obtain you User ID and Temporary password:
   1) From the "NASA Artifacts Prescreening Register" caption (right column of home page), select the hyperlink, "Register".
   2) Select the appropriate radio button, "Schools (pre-K to 12th grade)" or "University".
   3) Complete the "School Certification Questions".
   4) Enter your NCES or IPEDS number as appropriate.
   5) Select the "Artifacts" radio button.
   6) Provide the information requested on the screen and submit.

7) A message will be emailed to you (Requester) the Approving Official providing a UserID and Temporary password.

You have successfully completed the NASA Pre-screening registration for Space Artifacts/Special Items. Your **User Id is [NAXXXX]** and has been fully activated.

The user ID will allow you to search the NASA database for Special Items and NASA Artifacts and request selected items. Space Artifacts must be placed in a virtual shopping cart and processed through checkout. Special Items, such as Tiles, are processed as requests only without a virtual shopping cart and checkout. Unlike Space Artifacts, payment for shipping costs for Special Items must be processed at the time of the request - not upon receipt. Your **initial password is XXXXXXXX.**

C. **Log in** to the module by either selecting the red "Login" button or the blue NASA logo.
   1) Enter the UserID and temporary password provided.
   2) You will be asked to select a permanent password and choose a clue question/answer.
   3) You will be prompted to select "Submit" to continue, do so.

D. **Request** an artifact. Upon successful log in your screen will refresh to the "NASA Space Programs Items by Category" page, which features a listing of all artifacts available. The hyperlinked (blue) categories will list available property; selecting the hyperlinked category will drop-down to the individual items offered. When you have followed the hyperlinks to the actual item you would like to request, select the 'Request' radio button. A shopping cart will be generated for you and you can load several items to the cart until you 'check out'.

E. **Check out.** When you have completed adding items to your cart, select 'Checkout' on whichever screen you have selected. A 'Disclosure Statement' will pop up providing the terms and conditions of the transfer, you must read and accept the disclosure statement, by selecting the 'Y' radio button, to continue. You will be presented with a series of screens requesting information pertaining to your organization and the reason for this request. Your response will be used to develop a 'Letter of intent' (within the module), which you will need to download , have physically signed, digitally scan and reload into the module in order to have your request considered for allocation.
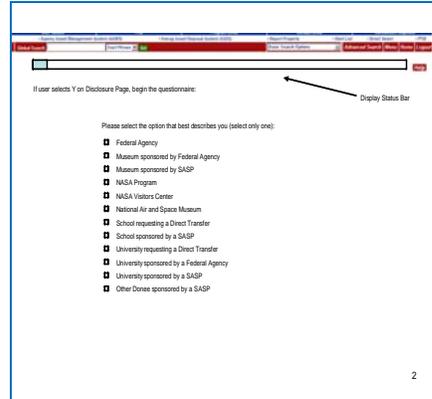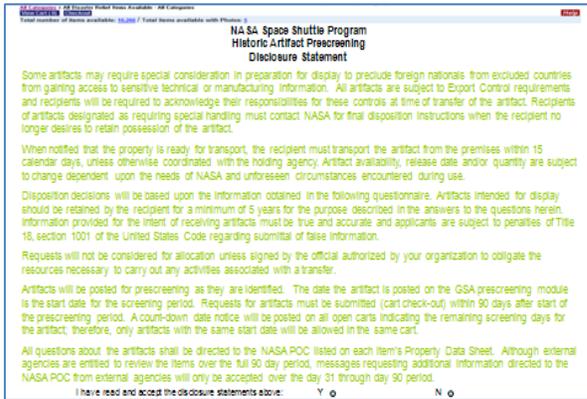
F. **Download, sign, scan and upload Letter of Intent (COMPLETE CHECKOUT).** To complete the checkout process, select 'Menu' from the red tool bar. Select 'Complete Checkout'. Download the Letter of Intent (LOI). Have the LOI signed by the Approving Official in the appropriate locations and scan the signed LOI. Upload the signed/scanned LOI by selecting 'Upload signed LOI to complete checkout', verify the cart number by selecting 'Accept Cart Number' on the new screen. Select and upload the LOI.
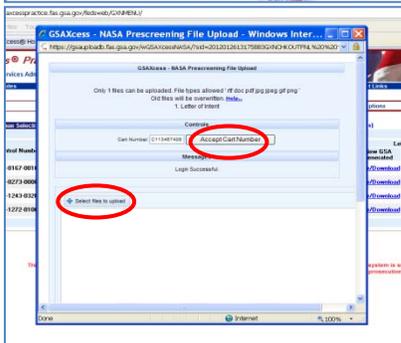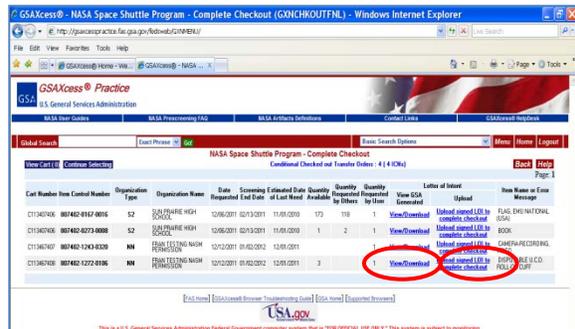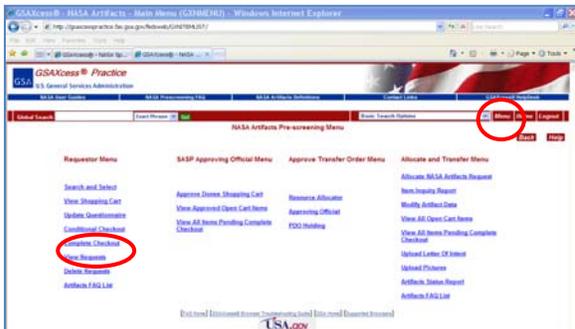
II. SASP SPONSORED MUSEUMS, LIBRARIES, PLANETARIUMS, SCHOOLS & UNIVERSITIES:

A. **Obtain your UserID and Temporary Password** by contacting your State Agency for Surplus Property office; a link to the SASP locator is provided on the Home page, http://www.gsa.gov/sasp/

B. The remaining steps are identical to steps C. thru F. in section **I** above.

III. NASA INTERNAL, NASM, & OTHER FEDERAL AGENCIES:

A. **Use the UserID and Password assigned for GSAXcess** to log into the NASA Artifact Module.

B. The remaining steps are identical to steps C. thru F. in Section **I** above.